

EDITED TASK LISTING

CLASS: CORRECTIONAL COUNSELOR II (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Reviews the necessary documentation (e.g., forms CDC 812 Notice of Critical Case Information-Safety of Persons (Non-Confidential Enemies), CDC 127 Next of Kin Notification (CDC 127), CDC 840 CDC Reclassification Score Sheet (CDC 840), CDC 839 CDC Classification Score Sheet (CDC 839), CDC 128G Classification Chrono (CDC 128G), CDC 128C Medical Chrono (CDC 128C), etc.) in the central file to ensure documentation is current and accurate to gain requested Classification Staff Representative (CSR) action using classification knowledge, analytical skills, classification experience, policies, procedures and regulations (e.g., Departmental Operations Manual (DOM), Title 15, administrative bulletins (AB), etc.) on an ongoing basis as required by the supervisor.
2.	Prepare Institutional Classification Committee (ICC) cases by identifying applicable case factors (e.g., disciplinary history, mental health status, medical status, arrest history, etc.) in order to provide a recommendation for appropriate inmate program/housing status (e.g., Security Housing Unit (SHU) term assessment, double cell/single cell, sensitive needs yard (SNY), minimum support facility (MSF), Substance Abuse Program (SAP), etc.) using the inmate central file (e.g., CDC 115 Rules Violation Report (CDC 115), CDC 114D Order and Hearing on Segregated Housing (CDC 114D), CDC 128G, CDC 812, CDC 629A SHU Term Assessment Worksheet (CDC 629A), arrest report, etc.), communication skills, classification, correctional and institutional program knowledge, analytical skills, case conferencing, case laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.) as required by Title 15 and DOM.
3.	Presents ICC cases by articulating accurate applicable case factors (e.g., disciplinary history, mental health status, medical status, arrest history, etc.), and providing a recommendation to facilitate appropriate inmate program/housing status (e.g., SHU term assessment, double cell/single cell, SNY, MSF, SAP, etc.) using the inmate central file (e.g., CDC 115, CDC 114D, CDC 128G, CDC 812, CDC 629A, arrest report, etc.), communication skills, classification, correctional and institutional program knowledge, analytical skills, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.) as required Title 15 and DOM.
4.	Records ICC actions on CDC 128G regarding inmate program/housing status (e.g., SHU term assessment, double cell/single cell, SNY, MSF, SAP, etc.) based on applicable case factors (e.g., disciplinary history, mental health status, medical status, arrest history, etc.) in order to accurately document/reflect committee decisions consistent with the committee action using the inmate central file (e.g., CDC 115, CDC 114D, CDC 128G, CDC 812, CDC 629A, arrest report, etc.), communication skills, classification, correctional and institutional program knowledge, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as required Title 15 and DOM.

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5.	Provides training based on current policy, procedure and court mandates to custody and non custody staff regarding classification, due process, inmate work incentive, inmate appeals, Disability Placement Program (DPP), Developmentally Disabled Program (DDP), Mental Health Services Delivery System (MHSDS), Sexually Violent Predator (SVP), etc., in order to share information and comply with laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. using communication skills, analytical skills, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as needed or required by DOM and court mandates (e.g., Armstrong, Coleman, Clark, etc.).
6.	Review information from various tracking systems (e.g., Distributed Data Processing Systems (DDPS), inmate appeals, administrative segregation (Ad Seg), Automated Release Date Tracking System (ARDTs), etc.) in order to identify and correct noncompliance issues (e.g., due process, staff complaints, etc.) and generate weekly and monthly reports (e.g., DPP, DDP, MHSDS, SVP, etc.) using various tracking systems (e.g., DDPS, inmate appeals, AD Seg, ARDTs, etc.), court mandates (e.g., Armstrong, Clark, Coleman, PLATA , etc.), laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as required by DOM and court mandates (e.g., Armstrong, Coleman, Clark, etc.).
7.	Responds accurately and completely to inmate appeals (CDC 602 Inmate/Parolee Appeal Form) and Americans with Disabilities Act (ADA) appeals (CDC 1824 Reasonable Modification or Accommodation Request) in order to address and, when possible, resolve appeal issues, ensure compliance with time constraints and conformity to CDC policy and appropriately respond to 1 st and 2 nd level inmate appeals using written and verbal communication skills; appeals, classification and correctional knowledge; analytical skills, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as required by Title 15 and DOM.
8.	Conducts onsite audits in relation to operations, local practices and conditions (e.g., inmate work incentive program, classification process, inmate appeals, court mandates, uniform heat trigger, etc.) to ensure compliance with departmental policy, procedures, rules, regulations, directives, statutes, etc. and to identify deficiencies, develop and implement corrective action plans, gain ideas/processes, etc. using established or informal audit tools, written and verbal communication skills; appeals, classification and correctional knowledge; laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as required by DOM and the supervisor.
9.	Implement corrective action plan resulting from onsite audits in relation to operations, local practices and conditions (e.g., inmate work incentive program, classification process, inmate appeals, court mandates, uniform heat trigger, etc.) to ensure compliance with departmental policy, procedures, rules, regulations, directives, statutes, etc. using information from audit tools, written and verbal communication skills, classification and correctional knowledge, analytical skills, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), etc. as required by DOM and the supervisor.

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10.	Prepares various written documents (e.g., Warden's correspondence, procedures, duty statements, training, correspondence, reports, etc.) to provide information, direction, and/or ensure the security and efficient operation of the work place utilizing communication skills, policies, procedures, computer hardware/software, etc. as directed by the supervisor.
11.	Acts as a liaison within the institution, other institutions, other departments (e.g., Board of Prison Terms (BPT), Classification Services Unit (CSU), Health Care Services Division (HCSD), Department of Mental Health (DMH), etc.), other law enforcement agencies and the public to gather and disseminate accurate information, assist other agencies, facilitate transfers, hearings, mental health evaluations, etc. and ensure compliance with court mandates, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.) using communication skills, classification and correctional knowledge, court mandates, analytical skills, laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, etc.), as required by Penal Code (PC), DOM, Title 15 and the supervisor.
12.	Participates as a member of the ICC by reviewing housing concerns (e.g., gate passes, custody designation, yard groups, cell status, gang status, enemies, use of force policy, etc.) and assist in determining an inmates placement in specialized housing (e.g., Ad Seg, SHU, etc.) until resolution of casework results in release and/or retention or transfer to ensure the safety and security of inmates, staff and the institution by utilizing inmate central files, classification and correctional knowledge, analytical skills, disciplinary/investigative/confidential reports, etc. pursuant to Title 15 and DOM.
13.	Participates as a member of the Unit Classification Committee (UCC) to organize and, in the absence of the Captain, conduct classification of inmates based on pertinent case factors (e.g., medical/mental health status, custody designation, work/privilege group, housing, etc.) utilizing the inmate central files for the appropriate placement in education/vocational training, work assignment and other programs (i.e., MSF, SAP, Fire Camps, etc.) pursuant to Title 15, DOM and court mandates (e.g., Armstrong, Clark, Coleman, etc.).
14.	Reviews CDC 128Gs, result sheets and DDPS for completeness and accuracy to ensure compliance with laws, rules, regulations (e.g., DOM, Title 15, AB, departmental memoranda, court mandates, etc.) using classification knowledge, analytical skills, laws, rules, regulations (e.g., court mandates, DOM, Title 15, AB, departmental memoranda, etc.), etc. as required by DOM and the supervisor.
15.	Participates as a panel member in various hiring interviews to fill vacant positions within the institution and recommend the most competitive candidates for the Warden's approval by reviewing personnel/training files, references, performance evaluations, develop questions, etc., pursuant to State Personnel Board laws and rules as required.

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16.	Facilitates Reasonable Accommodations for inmates, staff and private citizens with disabilities to provide effective communication/assistance and ensure compliance with laws, rules, regulations (e.g., court mandates, DOM, Title 15, AB, departmental memoranda, etc.), etc. using communication skills, classification knowledge, various equipment and resources, laws, rules, regulations (e.g., court mandates, DOM, Title 15, AB, departmental memoranda, etc.), etc. as required Title 15, DOM and court mandates (e.g., Armstrong, Clark, Coleman, etc.).
17.	Monitor the workplace to ensure compliance with EEO policy to promote a work environment free of discrimination (e.g., age, gender, race, religion, etc.) pursuant to state and federal laws on an ongoing basis as required by state and federal law.
18.	Monitors Correctional Counselor Is (CC I) workload (i.e., annual reviews, program reviews, BPT reports, etc.) to ensure compliance with departmental guidelines including accuracy and timeliness using communication skills, classification knowledge, analytical skills, laws, rules, regulations (e.g., court mandates, DOM, Title 15, AB, departmental memoranda, etc.) on an ongoing basis as required by DOM and the supervisor.
19.	Monitors CC Is work schedules to ensure that accountability and staff coverage is met using Memorandum of Understanding (MOU), Fair Labor Standards Act (FLSA) sheets, etc. on an ongoing basis as required by state and federal law, MOU and the supervisor.
20.	Initiates steps of the Progressive Disciplinary Process to correct/improve employee performance/behavior or address issues of substandard performance using various resources (e.g., collective bargaining contracts/agreements, communication training, performance evaluations, coaching, documentation, policies, procedures, laws, rules, etc.) as directed by DOM and the supervisor.
21.	Reviews special case actions (e.g., temporary community leave reports, BPT reports, Pre-release reports, Departmental Review Board (DRB) reports) to provide accurate information to be used as a basis for decisions regarding inmate placement, program and custodial restrictions using classification and correctional knowledge, classification experience, analytical skills, policies, procedures and regulations (e.g., DOM, Title 15, AB, etc.) as directed by Title 15, DOM and the supervisor.
22.	Classifies CDC 115s to ensure the loss of credit is consistent with the misconduct using Title 15, CDC 115s, etc. as required by Title 15.
23.	Reviews the necessary documentation (e.g., CDC 812, CDC 127, CDC 840, CDC 839, CDC 128G, CDC 128C, etc.) in the central file to ensure documentation is current and accurate and evaluate employee performance using classification knowledge, analytical skills, classification experience, policies, procedures and regulations (e.g., Departmental Operations Manual (DOM), Title 15, administrative bulletins (AB), etc.) on an ongoing basis as required by the supervisor.

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24.	Provides training to CC I's regarding classification process in order to develop and improve employee work performance by maintaining compliance with laws, rules, regulations (e.g., DOM, Title 15, ABs, departmental memoranda, etc.), etc. using communication skills, classification and correctional knowledge, analytical skills, laws, rules, regulations (e.g., DOM, Title 15, ABs, departmental memoranda, etc.), etc. as needed or required by DOM and the supervisor.
25.	Provides oral/written performance feedback (e.g., probationary reports, performance evaluations, etc.) to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, training and behaviors using communication skills, analytical skills, MOU, etc. as required by the State Personnel Board as needed.
26.	Carry out any and all custody type duties in accordance with the Peace Officer Standards and Training (POST) as required by Penal Code, Title 15, DOM and the supervisor in order to maintain the safety inmates, staff and others and the security of the institution using Penal Code, Title 15, DOM, Use of Force Policy, etc.